

MLA Guidelines:

The Most Common Sources and Their Citation Formats for Academic Writers

All papers in MLA style must be set up following specific formatting rules:

- The entire paper must be Size 12, Times New Roman, double spaced
- 1" margins on all sides
- Name, class number, professor's name, due date on top left of first page (stacked & in that order)
- Last name and page number at the upper right corner of each page (insert > header)
- The titles of large works are *italicized*: books, journal or newspaper titles
- The titles of small works are put in "quotation marks": chapters, articles, poems
- Works cited entries must have hanging indents (highlight > right click > paragraph > special)
- Set spacing before and after paragraphs to 0 (highlight > right click > paragraph)
- Always have a title, but never change its formatting (no bold, underline, italics, size change, etc.)

Works Cited Entries Quick Reference Guide:

Make sure to follow all punctuation carefully

Book:

Last name, First name. *Book Title*. Publisher, year of publication.

Doe, John. *I Didn't Write a Book*. Avery Point Academic Press, 2016.

For Books with Multiple Authors:

- For 2 authors, list the first name as you normally would (last name, first name) "and" then the conventional order of the second author (first, last).
- For three or more authors, list the first author as you normally would and include "et al." instead of additional names.

| | | |
|--------------------------------|----|-----------------------|
| Doe, John, and Mike Smith. ... | or | Doe, John, et al. ... |
|--------------------------------|----|-----------------------|



University of Connecticut

Avery Point Academic Center

Book Chapter:

Last name, First name of section author. "Title of selection." *Title of collection*, Edited by Name(s),
Publisher, Year of publication, pp. Page range.

Doe, John. "I Didn't Write a Chapter." *Anthology of Good Examples*, Edited by Mike A. Smith, Avery
Point Academic Press, 2016, pp. 15-18

Journal Article:

Last Name, First name. "Article Title." *Journal title*, volume, number, year of publication, page range. (if
electronic:) *Database Name*, Url or doi:####.

Doe, John. "I Didn't Write a Journal Article Either." *Journal of Really Good Examples*, vol. 1, no. 5,
2016, pp. 8-12.

Newspaper or other Article from an online database:

Last name, First name. "title of article." *Source Title*, vol., no., year of publication, pp. page range.
Database Name, url/doi: ####.

(for newspaper: omit volume and issue number, include full date)

Doe, John. "Insert Article Name Here." *Journal of Good Examples*, vol. 12, no. 2, 2016, pp 42-45.
Academic Search Premiere, doi:10.1016/j.examples.2010.12.2002.

Website Article:

Last name, first name. "Article Title." *Title of website*, last update date, URL. Date of access (if no update
date on website).

Doe, John. "Whole Website's aren't great sources, so only use articles form websites." *Good Examples*,
www.goodexamples.edu/howtociteasource. Accessed 4 October 2016.

